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MINUTES
OF THE
CIA CAREER SERVICE BOARD

3rd Meeting, Wednesday, 19 November 1952, at 4:00 P.M.

DCI's Conference Room, Administration Building

Present: Walter Reid Wolf, DD/A, Chairman
Robert Amory, Jr., Acting DD/I
James M. Andrews, AD/CD
Matthew Baird, D/TR

Acting Chief of Operations
AD/P
g Chief, FI
Executive Secretary
Reporter

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1. The minutes of the second meeting of the CIA Career Service Board, held 17 October, were approved.

2. The minutes of the second meeting of the Review Committee of the CIA Career Service Board, held 12 November 1952, were noted for the record.

3. The Chairman reported on his discussions with the Director concerning the Honor Awards Program. As a result of decision of the Board taken at the second meeting on 17 October, that portion of the program having to do with longevity had been withdrawn and referred back to the Working Group on Honor Awards, with instructions to revise the longevity system in accordance with paragraph 4 of the minutes of the second meeting. The report of the Working Group, dated 18 November 1952, showing that this had been done, was distributed to the members of the Board. With respect to the proposed medals for valor and for achievement, the Director had decided that he was willing at this time to ask for the establishment by Executive Order of only one medal award for CIA. Consequently a new Executive Order had been drafted by the Working Group, eliminating all reference to CIA. This was now being coordinated by the General Counsel of the Bureau of the Budget, prior to transmission to the President. The medal, which will probably be called the National Security Medal for Distinguished Service, would be awarded for the highest type of service in intelligence, whether in the field of gallantry or in the field of achievement.

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4. It was noted that negotiations for a contract, being carried out by the General Counsel and the Comptroller with Group Hospitalization, Inc., were proceeding satisfactorily.

5. In connection with the Personnel Evaluation Program there was discussion of the establishment of an Agency-wide policy of whether to show, or not to show, the Personnel Evaluation Report to the person being evaluated. It was pointed out that in some Offices, showing the form was mandatory while in others the form was not supposed to be shown. It was mandatory, however, throughout the Agency that the evaluation be discussed between the supervisor and the employee. It was agreed that the present policy would stand for the time being until more experience had been gathered, e.g. whether the form shall be shown or not shall be optional with the several echelons and components of the Agency.

6. It was noted that the Working Group on Hazardous Duty had been organized and had held several meetings, but had made no firm recommendations as yet.

7. It was noted that the Personnel Office was making progress on coordinating a Promotion Policy with representatives of the five chains of command.

8. The Board considered the Staff Study from the Chairman of the Professional Selection Panel, dated 17 November, and discussed in detail the duties, responsibilities and procedures that would apply to the Panel. Colonel Baird proposed a three point directive (see attached) which the Board would transmit to the Panel. The Board agreed that this directive should be issued.

9. Colonel Baird distributed copies of a proposed regulation governing the training in basic intelligence matters of all new employees. He also distributed copies of a proposed curriculum which had already been coordinated with the DD/I. The Board agreed to refer the draft of the regulation to the DD/A and the Director of Training for consideration of the details of implementing this already approved policy. The Board agreed to take final action on their recommendation at its next meeting.

10. Discussion of "Problems of the Career Service Program", dated 17 November, was postponed.

11. The meeting adjourned at 5:10 p.m., to reconvene at the call of the Chairman.

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Attachment

Executive Secretary

Dist: Members, CIA Career Service Board
Chairmen, Office Career Service Boards

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Proposed Directive

From

The CIA Career Service Board

To

The Professional Selection Panel

1. For the time being the CIA Career Service Board does not wish the Professional Selection Panel to give consideration to individual cases of applicants who have been flatly disqualified for employment by any one of the three Offices - Security, Medical or Personnel.

2. The Board recognizes that the Panel can not implement at this time all phases of the selection program specified in CIA Notice It does, however, desire that the Panel should give priority to:

- a. the formulation of criteria concerning over-all suitability to work in CIA on a career basis,
- b. examination of individual cases of applicants or trial-service employees without respect to grade where doubt is cast on suitability to work in CIA on a career basis as a result of development of administrative or marginal information by the three Offices mentioned above and the Office of Training,
- c. recommendation to the appropriate authority for the disposition of each case so examined.

3. The Board desires the Panel to report to the Board at its next meeting progress made in carrying out the above objectives.

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